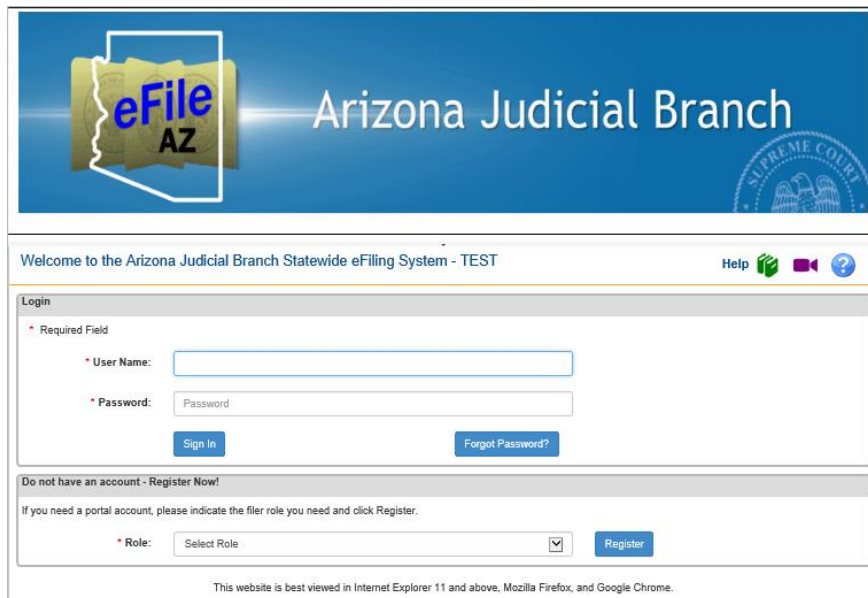


## How to Register an Unaffiliated Attorney in eFileAZ

1. Access the website <https://efile.azcourts.gov>.



Welcome to the Arizona Judicial Branch Statewide eFiling System - TEST

Help

**Login**

\* Required Field

\* User Name:

\* Password:

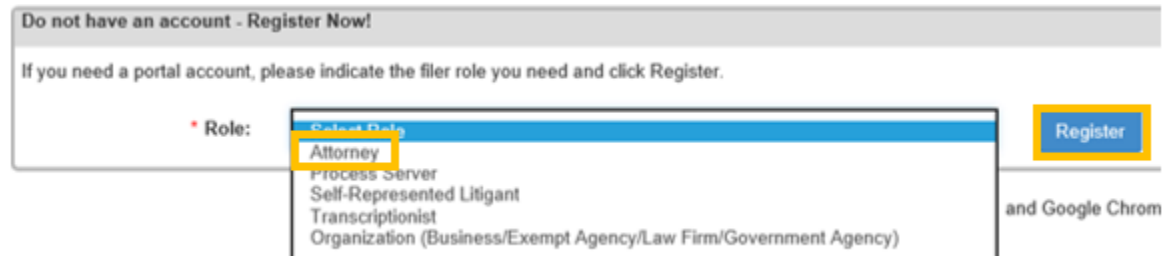
**Do not have an account - Register Now!**

If you need a portal account, please indicate the filer role you need and click Register.

\* Role:  ☐

This website is best viewed in Internet Explorer 11 and above, Mozilla Firefox, and Google Chrome.

2. In the 'Register Now' section, select the role *Attorney* from the drop-down menu and click *Register*.



**Do not have an account - Register Now!**

If you need a portal account, please indicate the filer role you need and click Register.

\* Role:  ☐

and Google Chrom

3. Select *Setup Person* from the top of the 'Account Registration' screen.



**Account Registration**

\* Registration Type: ☒ Setup Person ☐ Setup Organization (Business/Exempt Agency/Law Firm/Government Agency)

4. Enter the information in the 'Account Registration' fields. Fields marked with a red asterisk (\*) are required.

Account Registration

\* Registration Type:
☒ Setup Person
☐ Setup Organization (Business/Exempt Agency/Law Firm/Government Agency)

\* Role:

ID State/Number:

You must provide Arizona Bar Number

\* User Name:

Password must be between 6 and 16 characters, with at least 1 number

\* Password:

\* Re-type Password:

\* Security Question:

\* Security Answer:

\*Be sure to select a security question and answer that are easily remembered as this will be used to activate your account and to access your account if you ever forget your password.

5. Enter the user's information and click [Register](#).

Name:

\* Primary Email:

Alternate Email1/Email2:

\* Address 1/2:

\* Country/City

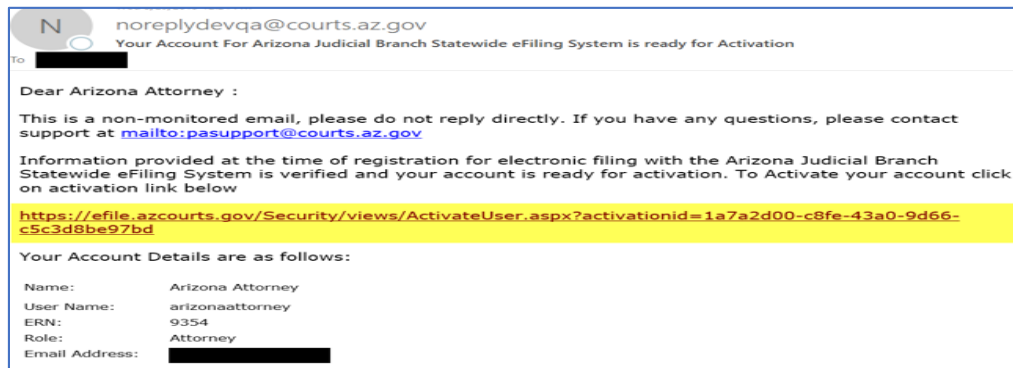
\* State/ Zip Code:

Phone # (Format ###-###-####):
Extension:

**CONSENT TO EMAIL SERVICE:** By electronically filing through Arizona Judicial Branch Statewide eFiling System I understand and agree to electronic service of court documents submitted on my cases via email at the address(es) I have provided.



6. After clicking [Register](#), an email from [noreplydevqa@courts.az.gov](mailto:noreplydevqa@courts.az.gov) will be sent to the firm administrator's email address. Select the hyperlink in the body of the email to activate the account.



7. Under 'Account Activation', enter the answer to the security question selected during registration and click [Activate](#).

8. Enter the username and password created for the account to log in.